

**U.S. SECURITIES AND EXCHANGE COMMISSION
PUBLIC NOTICE OF VACANCY
SENIOR OFFICER (SO) Position
(SES Equivalent)
ACCOUNTANT**

This is a non-bargaining unit position

Vacancy Announcement Number: ESHA-04-106-GB

Opening Date: June 10 2004

Closing Date: June 25, 2004

POSITION TITLE

Deputy Chief Accountant (International)

FULL PERFORMANCE LEVEL

SO-510-Level 2 (\$136,402 – \$203,000)

PAY PLAN, SERIES, GRADE

SO-510-Level 1 (\$121,786 - \$183,166)

COMPETITIVE CIVIL SERVICE STATUS IS NOT REQUIRED

NUMBER OF VACANCIES

One

WORK SCHEDULE

Full-Time

AREA OF CONSIDERATION

(U.S. Citizenship Required)

ORGANIZATION AND DUTY STATION

ALL SOURCES

Office of the Chief Accountant

Washington D.C.

FOR ADDITIONAL VACANCIES THAT MAY BE AVAILABLE, PLEASE SEE: www.sec.gov/jobs.shtml

SUMMARY OF CRITICAL DUTIES: The incumbent of this Position, serves as one of three Deputy Chief Accountants in the Office of the Chief Accountant. The incumbent will perform the following: 1) represent the Commission in its relations with other securities regulators, professional organizations, corporate and governmental officials, and other outside groups on matters involving international accounting and auditing; 2) provide advice regarding auditing and accounting matters to Commission staff involved in international matters; 3) assist the Commission through reviews of unusual accounting, auditing and financial reporting matters; 4) participate in the development of sound accounting and auditing practices and in promoting an understanding of the needs, viewpoints and objectives of the Commission in the field of audits of financial statements; 5) lead the SEC's interaction with and oversight of the work of the International Accounting Standards Board, the International Federation of Accountants, and other international organizations related to accounting and auditing; 6) meet with Congressional and other governmental staff; 7) consult with and assign work to members of the staff of the Office of the Chief Accountant; 8) assist the Deputy Chief Accountant – Professional Practice and the Deputy Chief Accountant – Accounting, on matters relating to US accounting standards, auditing, auditor independence, and oversight of the auditing profession of the auditing profession for the operations of the Public Company Oversight Board; and 9) work with the Chief Accountant on advancing other work and goals of the Office.

QUALIFICATIONS REQUIRED: You must meet the minimum qualification requirements, which include the basic and specialized experience requirements, described below to be considered for this position. These requirements are in accordance with the U.S. Office of Personnel Management Qualification Standards Handbook.

Basic Requirement

1. Degree in accounting, business administration, finance, or public administration that included 24 semester hours in accounting and/or auditing subjects, 6 semester hours can be in business law; OR
2. Four or more years of accounting/auditing experience; OR
3. Equivalent combination of accounting experience and college-level education.

If you meet #2 or #3 above, you also must have:

- a) 24 semester hours in accounting/auditing courses (up to 6 semester hours can include business law);
- b) a CPA or CIA obtained through written examinations; OR
- c) completion of a degree with at least 15 semester hours in accounting/auditing, provided that the candidate has successfully worked at the full performance level in accounting, auditing, or a related field; or have certification from at least two higher level professional accountants or auditors that the candidate's accounting experience equals the knowledge associated with a 4-year accounting/auditing degree.

(See next Page for additional requirements)

Specialized Experience Requirement

You must have at least 52 weeks of specialized experience at the GS-15 or equivalent level (i.e., SK-16/17 at the SEC), or equivalent experience in the private sector, AND significant supervisory/managerial experience. An advanced degree such as a Masters Degree would be preferable. The specialized experience must demonstrate an in-depth knowledge of the preparation, audit or review of financial statements prepared in accordance with US or international accounting or auditing standards together with the related duties above.

The specialized experience must demonstrate knowledge of the Acts administered by the Commission and expert knowledge in the review and analysis of financial information. In addition, you must have in-depth knowledge and understanding of Federal securities laws, the operations and functions of broker-dealers, investment advisers, and/or investment companies; and economic, accounting, auditing and financial analysis principles as they relate to investment companies, investment advisers and/or broker-dealers.

Candidates who are currently SES at other Federal agencies AND have had competitive career status as a General Schedule or equivalent Federal employee, may apply for reassignment.

Senior Officer "SO" Core Qualifications:

Please address each of the four Senior Officer Core Qualifications below, **in writing AND on separate sheets of paper**, clearly describing **and** giving examples that describe the extent of your experience. If your application does not show experience in each category, you may be determined ineligible or receive a low rating.

I. MANDATORY TECHNICAL EXPERIENCE:

Mandatory technical ranking factors are used to ascertain the extent of your knowledge, skills, and abilities as they relate to the specialized experience of the position. Provide examples that illustrate:

1. Comprehensive knowledge of generally accepted accounting standards, principles, theories, policies, and practices.
2. Knowledge of the field of corporate financial accounting and auditing.
3. Demonstrated ability to analyze technical accounting problems and devise innovative solutions, often in the absence of clear-cut precedents or authorities.
4. Comprehensive understanding of current developments, trends, and issues in the accounting field, and the ability to assess their effect on the work of the Commission.
5. Comprehensive knowledge of corporate disclosure.
6. Comprehensive knowledge of international accounting standard setting process.

II. MANDATORY MANAGEMENT EXPERIENCE:

Experience designing and implementing strategies which maximize employee potential and foster high ethical standards in meeting the organization's vision, mission and goals. This includes the ability to provide leadership to inspire, motivate, and guide others toward goal accomplishment; promoting quality through effective use of the organization's performance management system; and, fostering commitment, team spirit, pride and trust to help the organization meet its organizational and strategic goals.

III. LEADING CHANGE/ACHIEVING RESULTS:

Experience developing and implementing an organizational vision, which integrates key national and program goals, priorities, values, and other factors of that organization. Applicant must give an example of a major program change or project they led, which identifies how they exercised sound leadership and motivated managers and employees to incorporate vision, strategic planning, and elements of quality management into achieving **results or change** for the organization.

(See next Page for additional requirements)

Examples given **MUST** stress **accountability and continuous improvement**. This includes dealing effectively with pressure, being open to change and new information, identifying and integrating key issues affecting the organization (including political, economic, social, technological, and administrative factors), setting program standards to promote customer service and/or the quality of the program and holding self and others accountable for achieving these standards. Examples must illustrate how applicants went from point "A" (problem to solve) to point "B" (end result/change for the organization).

IV. BUILDING COALITIONS/COMMUNICATION:

The ability to explain, advocate, and express facts and ideas (both orally and in writing) in a convincing manner, and negotiate with individuals and groups both internally and externally. Incumbents must be experienced in representing and speaking for the organizational unit and its work (through speeches, presentations, negotiations, etc) to those within and outside the office. This factor involves the ability to develop an expansive professional network with other organizations and to identify the internal and external issues that impact the work of the organization.

EVALUATION OF CANDIDATES

If you are a displaced employee, you must attach to the front of your application proof of eligibility, such as a SF-50. If you are a displaced Federal employee separated within the local commuting area of the position, your application will be reviewed to determine minimum qualification requirements and, if you are found minimally qualified, then your application will be rated to determine whether you meet the well qualified criteria that have been established for the above position. A well-qualified displaced candidate will be referred before any other qualified candidates inside and outside of Federal service. All other applications will also be evaluated against the qualifications required for the position and evaluated by a panel of subject matter experts based on the information in your application. If you do not address the Senior Officer Core Qualifications to clearly describe the extent of your experience, you may be determined ineligible or receive a low rating.

Candidates who meet the Minimum Qualifications Required will be rated on the basis of relevant experience, education, training, supervisory appraisal, job-related awards, and the Senior Officer Core Qualifications.

Disabled veterans, individuals with disabilities, and veterans eligible for special OPM appointing authorities are strongly encouraged to apply.

HOW TO APPLY

To apply, submit:

1. A résumé; the Optional Application for Federal Employment; or any other written format of your choice which clearly identifies; 1) The announcement number, title, series, and grade of the job you applied for and 2) Information required in the OPM pamphlet "Applying for a Federal job". If you are a Federal employee, please be sure to provide your current position title, series, grade and step and date of your last within grade increase or promotion.
2. Separate sheet(s) which clearly address each of the **Senior Officer Core Qualifications**.
3. If you are a current Federal employee, a copy of your most recent performance appraisal.
4. If you are a current Federal employee a copy of SF-50, Notification of Personnel Action, to verify Federal competitive civil service status or reinstatement eligibility. (DO NOT submit copies of SF-50's for awards unless they show your current series and grade.)
5. If you are claiming veteran's preference, proof of active military service and honorable discharge (DD-214).
6. Background Survey Questionnaire (optional).

If you do not provide all the information requested, you may lose consideration for this position.

FILING APPLICATIONS

Applications should be postmarked and mailed to U.S. Securities and Exchange Commission, Office of Human Resources and Administrative Services, 6432 General Green Way, Alexandria, VA 22312, and received in OHRAS no later than the vacancy announcement closing date. Hand delivered applications from within headquarters must be personally accepted and date stamped in OAPM, Mini Personnel Office, Room 1120, Mail Stop 1-3 on or before the vacancy announcement closing date.

Applications received in postage-paid Government envelopes will not be considered and are a violation of Federal law and regulation. In accordance with agency policy, SEC will only accept FAX applications if there is evidence that they were not sent from Federal Government FAX machines. Other application materials (i.e., SF-50, Notification of Personnel Action, performance appraisal, etc) must be faxed within the prescribed deadline. Applicants are reminded of legal prohibition against the use of Government envelopes or other property for other than officially approved activities.

WHERE TO FILE
U. S. Securities and Exchange Commission
OHRAS (Mail Stop 0-1)
6432 General Green Way, Alexandria, VA 22312
Attn: Sharon Foxx
FAX - (703) 914-0556

Moving expenses Will be paid for this position.

New supervisors will serve a one-year supervisory probationary period.

The individual selected may be subject to a security investigation. Favorable results on a Background Investigation may be a condition of employment.

REASONABLE ACCOMMODATION: The SEC provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency's Disabilities Coordinator, OAPM. The decision on granting reasonable accommodation will be on a case-by-case basis.

EQUAL EMPLOYMENT OPPORTUNITY: All candidates will be considered without regard to any non-merit reason such as race, color, religion, sexual orientation, national origin, or disability.